



**School Parent and Family Engagement Policy
Spencer Elementary School
2019-2020
Revised Fall 2019**

In support of strengthening student academic achievement, **Spencer Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The Spencer Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) families play an integral role in assisting their child's learning;
- (B) families are encouraged to be actively involved in their child's education at school;
- (C) families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

Description of how the school will implement required school parent and family engagement policy components:

JOINTLY DEVELOPED

Spencer Elementary will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Each year parents, staff, and students are asked to complete a survey about Spencer Elementary School and the effectiveness of our program. These surveys are reviewed to determine how best to meet the needs of stakeholders. Each year at Parent Teacher Conference we have a presentation to inform parents about our school and ask parents to join us in efforts to make SES the best it can be. We then invite parents to come to PTO meetings, school events and Family Nights throughout the year.

ANNUAL TITLE I MEETING

Spencer Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Spencer Elementary will hold the Annual Title I Meeting on Sept. 19, 2019 in Conference Room 101 at 5:30 p.m. to inform families of the requirements of Title I and the school's participation as well as the families' rights to be involved. At the Annual Title I Meeting, parents will be shown a brief PowerPoint presentation and have the chance to ask questions. Parent Teacher Compacts were handed out at each grade level and signature sheets were collected for future contact information.

COMMUNICATIONS

Spencer Elementary will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

A parent advisory committee was formed with representatives of each grade level. This group helped to create the School-Parent Compact. Parents are notified of all meetings in a timely manner.

SCHOOL-PARENT COMPACT

Spencer Elementary will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

The current compact was fashioned from previous stakeholder input derived from annual meetings and surveys, as well as, from a collaborative held at the beginning of the school year on August 26, 2019. Grade level compacts were written and previewed by grade level teachers to edit and approve. These were shared with parents at each grade level.

RESERVATION OF FUNDS

If applicable, Spencer Elementary will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Parents will be informed about current Title I purchases on August 26, 2019 at the SES Parent Meeting. They will be asked to express their opinion about these purchases. Parents will also be able to offer suggestions for what they think would be beneficial for their child's education in the upcoming school year.

COORDINATION OF SERVICES

Spencer Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

The district will coordinate with other organizations, businesses and community partners to provide additional supports and resources to families. The District will contact Head Start and Early Bird Pre-School to transition students to elementary school and will complete transition activities in conjunction with Van Buren County Middle School to transition our fifth grade students to middle school.

BUILDING CAPACITY OF SCHOOL STAFF

Spencer Elementary will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

Van Buren County School System will involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training. Van Buren County School System will also provide necessary literacy training for families from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.

Spencer Elementary will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by:

Communicating with families by providing each student with a SES Handbook that lists all school policies and procedures. Parents are provided a magnetic copy of the school calendar at the beginning of the school year. The school marquee is updated to reflect all upcoming events. Thrill Share is used to communicate with parents, as well as, individual teachers' use of the Remind App, Class DoJo and other technology. Our school information system, Skyward, offers a Parent Portal to provide parents daily access to their student's grades and attendance. School newsletters and classroom newsletters are sent on a regular basis as well. Two scheduled Parent-Teacher Conferences are held per year, one in the fall and one in the spring. Family reading nights and activities are held during both conferences and two additional times throughout the year. PTO gives parents other opportunities to collaborate with the school at regular monthly meetings and additional PTO functions like the Fall Festival. Additional engagement opportunities are provided with our LEAP's afterschool program. This program offers events like "Light's On Afterschool", Mileage Club, Gardening Club and many other events. Additional resources are available to parents and students throughout the year with programs through Coordinated School Health such as: our EPSDT Transport Program, High Fives and School Supplies, Flu Clinic, Family Wellness Night, BEST-Be Each Other's Support Team, etc.